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ABSTRACT

The July 1975 edition of this handbook is divided into main sections on the university itself, governance and policies, and current procedures. Specific policies described include those dealing with the organization and function of the Board of Trustees; administrative organization and function; faculty organization and function; faculty rights, responsibilities, and employment conditions; courses of instruction; and policies related to reports. Procedures for the business office and the dean of students are detailed. Data pertinent to faculty policies include academic freedom and responsibility, tenure and terms of employment, summer teaching and compensation, outside employment, summer research, solicitation of funds, promotions, termination of employment, employee benefits, retirement policy, recruitment, and vacation time. (LBH)

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Administrative Manual

Ouachita Baptist University

July

1975

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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ADMINISTRATIVE MANUAL

OUACHITA BAPTIST UNIVERSITY

ARKADELPHIA, ARKANSAS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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JULY, 1975

DR. DANIEL R. GRANT

PRESIDENT

ADMINISTRATIVE MANUAL
OF
OUACHITA BAPTIST UNIVERSITY

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I. THE UNIVERSITY

A. Name

Ouachita Baptist University (pronounced Wash'i-taw) was apparently named for the Ouachita River, which forms the eastern boundary of the campus. Ouachita is a Caddo Indian word, which is thought to have meant "eastern boundary of our nation."

B. History

Ouachita Baptist University, located originally on the banks of the Ouachita River in Arkadelphia, Arkansas, opened for the first session on September 6, 1886, and has operated continously since that date.

Interest in a Baptist school antedated the opening by many years, however. Caleb Lindsey, a Baptist preacher from Kentucky, was operating a private school in what is now Randolph County in 1816. In 1850 a committee on ministerial education recommended to the Arkansas Baptist State Convention steps necessary to establish a "seminary for the education of her ministry." Interest continued, and in 1857 this committee recommended raising an endowment fund. The following year W. R. Trewick and W. M. Lea, agents, secured pledges amounting to $42,000. By 1860 the endowment reached $75,000 in pledges, but the Civil War wiped these out.

Following the Civil War, interest in a Baptist college in Arkansas revived; at the same time the Convention was supporting Mississippi College. Several small Baptist schools were founded, among them the Arkadelphia Baptist High School, Rev. J. F. Shaw, President, in 1875. The school was located on the site of the State Blind Institute, bought by the Red River Association for the establishment of a school. This was later to become the campus of Ouachita Baptist University.

The Convention of 1882 reviewed the educational picture of the state, commending four schools then operating; but its committee on education added that the "advantages of concentration are incalculable." The committee on education reported to the Convention of 1883 that a Baptist state college was a "necessity," and a commission was appointed to agitate the issue for a year. At the next Convention favorable response to the idea throughout the state was reported, but another year of agitation was recommended. In 1885 the commission reported that many associations had passed resolutions urging the Convention to build and had pledged their support, so a Board of Trustees was appointed to locate and begin building the college. The Board met in Little Rock on April 8, 1886, to consider eight towns' bids for location of the school. On the seventy-second ballot Arkadelphia was selected.

The Red River Baptist Academy (formerly Arkadelphia Baptist High School) was repaired at a cost of $600 to house the college, and assets of approximately $10,000 came to the school as a bonus for locating at Arkadelphia. On June 22, 1886, Professor J. W. Conger of Prescott, Arkansas, was elected president and moved to Arkadelphia the first week in July to organize the school, named Ouachita Baptist College.

Enrollment in the coeducational school reached 235 the first session. There were three departments--primary, preparatory, and collegiate--with music, art, and bookkeeping in addition. The institution opened in one building.

During President Conger's administration (1886-1907) a number of buildings were constructed, including Old Main in 1888, the Young Ladies Home (later called North Dorm) in 1891, the Conservatory Building (later called Wallis Hall) in 1898, the President's Home in 1898, the Mary Forbes Industrial Hall for Girls (later called the Home Management House) in 1906, and the Chemical Laboratory, which was to burn in 1915, in 1905. During his tenure the faculty expanded from 6 to 26, the enrollment grew from 235 to 476, and the graduating class increased from 3 in 1888 to 25 in 1907.

From early days the college faced the dilemma of trying to pay off indebtedness while attempting to expand. During the presidencies of Dr. Henry Simms Hartzog (1907-1911), Dr. R. G. Bowers (1911-1913), and Dr. Samuel Young Jameson (1913-1916), several campaigns were waged to pay the debt; and on December 18, 1914, all existing mortgages were paid.

During the administration of Dr. Charles Ernest Dicken (1916-1926), the endowment was raised from $51,000 to $532,466. The college was first put in the Arkansas Baptist State Convention budget in 1925. The gymnasium, to be converted into the Little Theatre in 1938, and the Dining Hall were both built in 1920. In 1923 Cone-Bottoms Hall for girls was completed.

While Mr. Arthur B. Hill was president (1926-1929), a bond issue by the State Convention cleared the debt of $126,209 in 1926 and opened the way for Ouachita to be admitted to membership in the North Central Association for Colleges and Secondary Schools on March 18, 1927. Property value reached $323,334.

During his term as president (1929-1933), Dr. Charles D. Johnson fought a constant battle against the Great Depression. Enrollment dropped, convention financial support was non-existent, other income was negligible, and to keep the doors of the school open was a constant struggle against overwhelming odds.

Upon Dr. Johnson's resignation, Dr. James R. Grant was made Vice President and acting administrator until 1934, when he became president. During Dr. Grant's presidency (1934-1949), the college experienced significant growth. A new gymnasium was finished in 1939, the Flenniken Memorial Student Center was built in 1941, Mitchell Hall was finished in 1942. Ernest Bailey Hall, Terral-Moore Hall, and G. E. Cannon Infirmary were dedicated in 1949 as a result of the Million Dollar Campaign and gifts from individuals for whom the buildings were named. Student body and faculty both grew, particularly after World War II when an all-time high of 1,123 students was reached in 1947; and the curriculum was greatly expanded. James Richard Grant Memorial Building, erected in 1953 to replace Old Main, which was destroyed by fire in 1949, was named in appreciation of Dr. Grant's many contributions.

While Dr. Seaford William Eubanks was president (1949-1951), Hamilton Moses Science Hall and Riley Library were built. Gifts through the Cooperative Program reached new highs of $100,000 for operating budget and $50,000 for indebtedness in 1951.

After serving six months as an acting administrator, Dr. Harold A. Haswell was made president in January, 1952, and served until September, 1953, when he resigned. During this period the curriculum was revamped, accreditation was regained, Conger and Grant Halls were constructed, and Convention support was increased.

During the administration of Dr. Ralph Arloe Phelps, Jr. (1953-1969), the curriculum was revised and expanded, a graduate program was added, the endowment was doubled, and the student body reached a record high of 1,671 in the fall of 1966, and of 1,881 including extension enrollment. Major buildings constructed during Dr. Phelps' administration were O. C. Bailey Hall, J. E. Berry Chapel and Bible Building, Riley Library additions, Birkett Williams Dining Hall, Northwest Hall (renamed Ernest Bailey Hall), West Hall, Daniel Hall, Winthrop Rockefeller Field House, Frances Crawford Hall, and Verser Drama Center. A School of Nursing was established in 1965 and dropped in 1967. In the Spring of 1965, the status and name were changed to Ouachita Baptist University.

Following the resignation of Dr. Phelps in 1969, Dr. Daniel R. Grant was elected president, effective February 1, 1970, and Dr. Donald Seward served as acting president until then. Dr. Grant has served as president since that time.

Ouachita confers Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Music Education, Bachelor of Science in Education, and Master of Music Education and Master of Science in Education degrees. Fall enrollment in 1974 was 1,642. On May 31, 1974, the Endowment Fund totaled $1,818,285.58 (market value). Total assets were valued at $12,128,200.83 and included 39 permanent buildings and 200 acres of land. Budget for 1974-75 was $4,339,943.00. The Arkansas Baptist State Convention budget for the calendar year 1975 appropriated $568,409 plus an additional $227,520 in the "advance" budget, for a total of $795,929 for Ouachita.

C. Statement of Purpose

Ouachita Baptist University is a church-related, liberal-arts-centered university seeking to provide an educational experience which will prepare students for places of leadership in tomorrow's world. The institution attempts to give specialized attention to every student and tries to help him, regardless of the length of his stay on the campus, to experience

growth in Christian ideals and character, to develop his mental and physical capacities, to think critically and creatively, and to mature in his appreciation for his world and his obligation to be of service to mankind.

Ouachita has kept the liberal arts emphasis at the heart of her program and has insisted that any specialized curricula be built on a broad, firm liberal arts base. It is her belief that a person, regardless of his profession or business, is more effective, better equipped, better adjusted, and ultimately happier if he possesses a general knowledge of the arts and sciences than he would be with a totally specialized education.

While Ouachita is owned and operated by the Arkansas Baptist State Convention and has special obligations of service to this parent body, the University has no restrictions as to race, belief, or geographical location of persons whom it serves. The presence of students from several religious denominations and numerous states and nations helps instill appreciation for other points of view and enriches the academic community.

Ouachita is proud to be a Christian institution and sees, as a vital part of her mission, helping students understand the declaration of Jesus Christ, "I am come that they might have life, and that they might have it more abundantly." To the search for truth in every realm of knowledge Ouachita is dedicated, and she sees no conflict between or among academic disciplines where pure truth is concerned. Her dedication to Christian purpose should enhance rather than restrict her search for truth.

D. Accreditation

The undergraduate and graduate programs of the University are accredited by the North Central Association of Colleges and Secondary Schools. The Teacher Education Program is accredited by the National Council for Accreditation of Teacher Education on the Elementary and Secondary Levels. The University is also a member of the Association of American Colleges, the National Commission on Accrediting, the Southern Association of Baptist Schools and Colleges, the American Association of Colleges for Teacher Education, the National Association of Schools of Music, and the National Association of Business Teacher Training Institutions. The Home Economics department is approved for the teaching of vocational home economics by the Arkansas State Board of Education.

The graduate program of the University has received preliminary accreditation by the North Central Association of Colleges and Secondary Schools.

E. Equal Employment Opportunity

Ouachita Baptist University is an Equal Opportunity Employer. It is considered a Christian obligation to exercise a positive program of nondiscrimination concerning race, color, or sex, in all areas of employment-recruitment, hiring, training, assignment, compensation, promotion, use of facilities, and privileges.

II. UNIVERSITY GOVERNANCE AND POLICIES

A. Board of Trustees: Organization and Function

Ouachita Baptist University is owned by the Arkansas Baptist State Convention and is operated through a Board of Trustees numbering twenty-four members, elected by the Convention. Eight of these trustees are elected each year for a three-year term; after serving two full terms in succession, a trustee must go off the Board for at least one year.

The Board elects its own officers: a chairman, vice-chairman, and a secretary, and customarily meets four times a year on the second Thursday of March, August, October and December. The Board is the ultimate legal authority within the University.

The function of the Board is primarily policy-making rather than administrative, but all major official acts of the University require Board approval, including sale or purchase of University property, authorization of new building programs, adoption of the annual budget, establishment of new academic degree-granting programs, and faculty salary, rank, and tenure lists.

The Board is kept informed on broad institutional developments as well as on specific matters requiring its immediate judgment. It defines the needs of the University and interprets the educational aspirations of the Arkansas Baptist State Convention.

Current Board members, residence, and expiration year for their term are as follows:

Mrs. Clarence Anthony, Murfreesboro	1975
Dr. George T. Blackmon, Arkadelphia	1975
Rev. D. B. Bledsoe, Pine Bluff	1976
Rev. Carroll D. Caldwell, Harrison	1977
Mrs. William E. Carter, Fayetteville	1977
Rev. Lloyd Cloud, Hot Springs	1975
Miss Elma Cobb, Little Rock	1977
Mr. George DeLaughter, Sparkman	1975
Mr. Harold Echols, Arkadelphia	1975
Mr. Jay Freeman, Little Rock	1977
Mr. Paul Gean, Fort Smith	1976
Mr. Jeral L. Hampton, Booneville	1976
Mr. Bill Hargis, Warren	1975
Mr. Paul Henry, Batesville	1976
Mr. R. A. Lile, Little Rock	1976
Mr. Dwight Linkous, Little Rock	1977
Dr. John McClanahan, Pine Bluff	1975
Mr. John B. May, Little Rock	1977
Mr. Joe Niven, Dermott	1977
Mr. Jess Odom, Little Rock	1975
Dr. Reuben Setliff, El Dorado	1976
Mr. J. N. Shoptaw, Texarkana	1976
Mr. Earl Verser, Eudora	1977

B. Administrative Organization and Function

1. Administrative Personnel

President - The Trustees elect a President of the University and charge him with the responsibility of operating the institution in accordance with policies adopted by the Board. He is answerable to them on all matters within the University. He recommends an annual budget and is responsible for the business affairs of the University. He recommends faculty members to the Board for election and is the spokesman to the Board for the faculty and to the faculty for the Board.

The President of the University in turn delegates responsibility to such officers and staff members as he sees fit in order to effect the orderly operation of the University. The following administrative officers are responsible for the operation of the office or offices under their direction as specified and for the execution of other duties assigned them by the President:

Vice President for Academic Affairs - responsible for general academic matters and for supervision of the academic deans and directors of all academic programs and the library. He recommends to the President faculty rank, tenure, and salaries. He serves as Dean of the School of Arts and Sciences.

Vice President for Development - responsible for long-range planning, fund-raising, student recruitment programs, and general supervision of the former students association and the placement service.

Vice President for Administration - responsible for University financial and personnel administration, including general business affairs, plant operation and maintenance, commercial properties, bookstore, dining hall, and the employment of non-faculty personnel. He assists and acts for the President as delegated by the President.

Dean of the School of Music - academic head of the School of Music and responsible for its faculty and academic program.

Dean of the Graduate School - academic head of the Graduate School and responsible for its faculty and academic program. He is chairman of the Graduate Council, names a student's Graduate Committee and checks the student's progress toward graduation. He recommends persons to be named to the Graduate Faculty and presides at meetings of the Graduate Faculty.

Dean of Students - responsible for all housing for both single and married students, for the personal counseling program, for the health services, for traffic control, for discipline, and for all student extra-curricular activities.

Business Manager - responsible to the Vice President for Administration for the general fiscal operations of the University.

Registrar - responsible for keeping all academic records, director of registration, and counselor on progress toward undergraduate graduation. He is Director of Admissions, ex officio member of the Admissions Committee, and chairman of the Graduation Committee.

Director of Student Aids - responsible for administering the program of financial assistance for students, including student loans, scholarships, work-study grants, campus employment, and other student aids. In case of scholarships and awards made by departments, schools, or other sources outside his office, he is responsible for coordinating these awards with other forms of student aid.

The Director of the Student Center - is responsible to the Dean of Students for assisting in planning and coordinating extra-curricular activities, for strengthening student organizations on campus, and for running the Evans Student Center facilities. He serves as an advisor to the Union Board.

Administrative Secretary of the Former Students Association and Director of Placement - responsible for corresponding with former students concerning class reunions and campus activities, for the alumni bulletin, for keeping up-to-date lists of all former students, and for maintaining a placement service for current students.

Director of Admissions Counseling - responsible for all activities and programs related to student recruitment.

Admissions Counselor - responsible for assisting in the student recruitment program under the supervision of the Director of Admissions Counseling.

Director of Public Relations - assists the President and the Vice President for Development in coordinating all aspects of University public relations; serves as Director of News Bureau and Publications; supervisor of Signal and Ouachitonian; and supervisor of photography.

Dean of Women - in charge of personal counseling of women; supervisor of women's housing; advisor to Association of Women Students.

Librarian - director of library and audio-visual services.

Director of Plant Maintenance - responsible to Vice President for Administration for supervision of plant operation and maintenance of buildings and grounds.

Director of Baptist Student Union and Religious Activities - responsible for planning and coordinating the program of religious activities for the University community and for assisting the University in accomplishing its Christian objectives in all areas.

Associate Director of Development - responsible for assisting the Vice President for Development in the University's long-range development program, and for supervising the admissions counseling program.

Director of Deferred Gifts - responsible for assisting the Vice President for Development and for directing the deferred gifts program.

Director of Athletics - responsible for all intercollegiate athletics for the University.

Bookstore Manager - Manages Bookstore and Post Office.

Assistant to the Dean of Arts & Sciences - assists the Dean in the various phases of the School of Arts and Science, with particular emphasis on the academic counseling program. Also serves as director of the Academic Skills Development Program.

Assistant Director of Public Relations - responsible to the Director of Public Relations for assisting in the direction of the News Bureau, photography, and other aspects of university public relations.

Assistant Director of Evans Student Center - responsible to the Director of the Center and assists in coordinating the activities within the Center. He is primarily responsible for all student workers and their schedules. He manages and directs all the game room facilities and their uses.

Coordinator of Title III Program - serves as a liaison between the various project leadership and the President, coordinating the various activities in such a way as to facilitate maximum utilization of program resources and assist the President in the management and evaluation of the program.

2. Administrative Committees

Cooperative Educational Planning Committee
Calendar Committee
Student-Faculty Disciplinary Committee
Honors Council Committee
Chapel Committee
Artist - Lecture Committee
Public Relations and Hospitality Committee
Awards Committee
Graduation Committee
Missionary Residence Committee
CEP--Outstanding Lecturers Committee
General Education Coordinators Committee

Health Professions Advisory Committee
Danforth Fellowship Committee
Board of Trustees Committee on Honorary Degrees
Fulbright Committee
Religious Activities Advisory Committee

C. Faculty Organization and Function

1. Faculty Structure

Ouachita Baptist University is composed of the School of Arts and Sciences, the School of Music, and the Graduate School. The School of Arts and Sciences has six divisions totaling 25 departments. The School of Music has four departments. Standing Committees of the Faculty are listed in the Faculty Constitution.

Members of the instructional staff in both undergraduate schools are directly responsible in academic affairs to their respective departmental chairmen. In the School of Music these chairmen are responsible to the Dean; in the School of Arts and Sciences departmental chairmen are responsible to the appropriate divisional chairmen, who are in turn responsible to the Dean. The Dean of the Graduate School is in charge of coordinating all activities of the Graduate Faculty.

The department chairman enforces University regulations concerning course offerings within his department; he supervises instruction, advises students concentrating in his discipline or shares this responsibility with others designated by the dean. He is responsible for the expenditure of funds allotted to the department for supplies, books, equipment, and student assistants; he supervises the annual inventory of departmental equipment. He is responsible for an annual report to his divisional chairman on the activities of the department together with recommendations for recruitment of faculty members for his department and recommendations for salary, rank, and tenure.

The divisional chairman co-ordinates the activities of the departments within the division. He has general supervision of the instructional staff of the division and is responsible for an annual report to the Dean summarizing divisional activities together with immediate and long-range goals for improvement of the program. He assists the Dean in the recruitment of faculty members for his division and makes recommendations for salary, rank, and tenure.

Academic Organization

SCHOOL OF ARTS AND SCIENCES

Division	Department
Business and Economics	Accounting Business Administration Economics Office Administration
Education	Elementary Education Health and Physical Education Home Economics Library Science Secondary Education
Humanities	Art English Communications Modern Foreign Languages Speech and Drama
Natural Science	Biology Chemistry Mathematics Physics
Religion and Philosophy	Religion Philosophy
Social Science	History Political Science Psychology Sociology
	Military Science

SCHOOL OF MUSIC

Department
Applied Music
Church Music
Music Education
Theory-Composition

2. Faculty Rank

The University faculties include regularly designated academic ranks:

Professor
Associate Professor
Assistant Professor
Instructor

Part-time instructors are temporarily employed when necessary. In addition, graduate students with special competence may be appointed as graduate assistants in teaching or research. Also, the University may appoint persons of special competence as visiting professors or lecturers.

3. Faculty Constitution

OUACHITA BAPTIST UNIVERSITY

ACADEMIC FACULTY CONSTITUTION

ARTICLE I. THE ACADEMIC FACULTY OF THE UNIVERSITY

Section 1. Members of the Academic Faculty

The voting members of the Academic Faculty shall be the President, Vice President for Academic Affairs, Academic Deans, Librarian, persons holding appointment to the academic rank of instructor, assistant professor, associate professor, or professor whose major responsibility is in instruction or research; other administrative officers who hold appointment to an academic rank, the Vice President for Finance, Dean of Students, and Field Representative. All other persons who hold University appointment have all membership privileges except that of voting and are welcome to attend the meetings of the Academic Faculty.

Section 2. Certification of Members

The Vice President for Academic Affairs shall certify to the Secretary of the faculty the names of all academic appointees. The certification shall be made within two weeks of the opening of the school year, and thereafter as appointments are made by the Board of Trustees.

ARTICLE II. OFFICERS

Section 1. Presiding Officer

The President of the University shall preside at meetings of the Faculty. In the absence of the President, the Vice President for Academic Affairs shall serve as the presiding officer. In the absence of both the President and Vice President for Academic Affairs, the Faculty shall elect from the membership of the Faculty a temporary presiding officer.

Section 1. Secretary

At a Faculty meeting prior to the first summer session, the Faculty shall elect a Secretary of the Faculty to begin a two-year term at the beginning of the first summer session after his election. It shall be the duty of the Secretary to keep minutes of all meetings, receive and record reports of committees, and to submit approved copies of such minutes and reports to the Registrar of the University for a permanent record.

Section 3. Parliamentarian

At a Faculty meeting prior to the first summer session, the Faculty shall elect a Parliamentarian to begin a two-year term at the beginning of the first summer session after his election.

ARTICLE III. FACULTY RESPONSIBILITIES

Section 1. Responsibilities

The Faculty shall possess responsibilities in the conferring of degrees, curriculum and the structure of the University with reference to academic matters, student conduct and discipline, and faculty professional ethics and tenure. Actions taken by the Faculty are subject to the approval of the President of the University and the Board of Trustees. It is understood that presidential dissent on such matters shall be used with discretion and will be accompanied by a detailed explanation for such action. It is further understood that the University Faculty may delegate responsibilities to the faculties of the appropriate schools of the University.

Section 2. Resolving Authority

The Faculty may express, by formal resolution, their opinion on any questions relating to the policy or administration of the University.

Section 3. Exercise of Authority

The authority of the Faculty may be exercised by the Faculty in regular or special meeting or by mail vote.

ARTICLE IV. MEETINGS

Section 1. Meetings

There shall be at least one regular meeting of the Faculty of the University each semester. Special meetings may be called by the President, Vice President for Academic Affairs, or the University Committee.

Section 2. Quorum

A quorum for conducting business shall be a majority of the members of the Faculty.

Section 3. Notice of Meetings

Except in the case of an emergency declared by the President or the Vice President for Academic Affairs, the Secretary of the Faculty shall notify by mail each voting member of the Faculty at least one week in advance of the date of a regular or special meeting.

Section 4. Rules of Order

The Standard Code of Parlimentary Procedure by A. F. Sturgis shall govern the conduct of the meetings of the Faculty except in so far as the by-laws may make express provision to the contrary.

ARTICLE V. COMMITTEES

Section 1. Standing Committees

A. Election of Committees - A nominating committee shall prepare a list of nominees for all standing committees. This nominating committee shall be elected by a majority vote of the Faculty at a faculty meeting before March 31 of each year. The slate of committee nominees shall be elected by a majority vote of the Faculty by secret ballot at a faculty meeting prior to the end of the spring semester. The Vice President for Academic Affairs shall be an ex officio member of the nominating committee.

B. Term of Committee Members - When elected to a standing committee, the faculty member shall serve a three year term to start at the first summer semester after his election. One-third of each committee, exclusive of the ex officio members, shall be replaced by new members each year. (The terms of the members of the initial committee will be one year, two years, and three years respectively for each third of the committee). The assignment of these terms will be determined by an appropriate drawing of term assignments after the election of the first committee. An elected faculty committee member may be recalled by a vote of 3/5 of the total membership of the Faculty.

C. Duties of Standing Committees - The standing committees shall report to the Faculty on matters appropriate as determined by their assignment and make recommendations for action to the Faculty. In addition to specific duties of each committee, the Faculty may, from time to time, instruct or delegate specific responsibilities to a committee.

D. Organization of Standing Committees - Each standing committee shall elect from its membership a chairman and a secretary.

E. Membership and Assignment of Standing Committees

1. The University Committee

The University Committee shall be composed of one member from each of the divisions of the School of Arts and Sciences, one member each from the other schools of the University, and one member at large. The President of the University and Vice President for Academic Affairs shall serve as ex officio members of the Committee. The primary duty of the University Committee is to review, study, and recommend action to the Faculty in any area where the Faculty has responsibilities which are not specified for other standing committees. It shall also coordinate the activities of other standing committees and serve as an advisory committee to the administration of the University in areas of faculty responsibility.

The Committee is empowered to establish special faculty committees as the need arises.

The University Committee shall elect a faculty member to fill the remainder of unfinished terms on standing committees in the event that a vacancy is created prior to the expiration of a term.

2. The Library Committee

The Library Committee shall be composed of six members of the Faculty, one student elected by the Student Senate, and the Librarian as an ex officio member.

The primary duty of the Committee shall be the review, improvement, and modification of policies regarding the operation of the University Library system.

3. The Athletic Advisory Committee

The Committee shall be composed of seven members of the Faculty, including the AIC Representative appointed by the President of the University, one student elected by the Student Senate, and the Director of Atletics as an ex officio member. The Committee is charged with the review, improvement, and modification of policies regarding intercollegiate athletics and associated activities.

4. The Student Activities Committee

The Committee shall be composed of six members of the Faculty, one student elected by the Student Senate, and as ex officio members, the Dean of Students and the President of the Student Body.

The primary duty of the Committee shall be to review and recommend policies governing extracurricular student activities. Requests for clearance of programs and speakers from outside the University community other than those used in the classroom shall be directed to the Committee for its review (except for those deemed by the Committee as not requiring its review) and for its recommendation to the administration of the University.

5. The Research Committee

The Committee shall be composed of six members of the Faculty and the Vice President for Academic Affairs as an ex officio member.

The duty of this Committee shall be to coordinate and keep a record of research being conducted by the Faculty. At the end of each academic year, the Committee shall prepare a summary of Faculty research projects and publications for distribution to the Faculty.

The Research Committee shall receive, review, and recommend approval of research proposals submitted by faculty members, with such approval by faculty action endorsing the allocation of funds which may be made available by the administration for this purpose.

6. The Faculty Welfare Committee

The Committee shall be composed of three members of the Faculty. The Committee shall deal with the faculty welfare in areas of salary scales, fringe benefits, and other matters which the faculty may delegate to it. (A member or members of the Faculty Welfare Committee will serve as liaison between Faculty and the Board of Trustees.)

Section 2. Other Committees

Ad hoc committees may be appointed by the President or elected by the Faculty as the need arises.

ARTICLE VI. BY-LAWS

Section 1. Establishment of By-Laws

Each school within the University system shall establish by a majority vote of the Faculty of the school a set of by-laws providing for the operation of these individual bodies in areas not provided by this constitution. By-laws may be amended by a majority vote of the Faculty of the school after such amendments have been submitted in writing to the Faculty of the school 30 days prior to the date of the vote.

ARTICLE VII. AMENDMENTS

Section 1. Amending the Constitution

This constitution may be amended by the approval of a 2/3 vote of the entire Faculty at a regular or special meeting or by mail ballot following discussion at a regular or special meeting, after such amendments have been submitted in writing to the Faculty at least 30 days prior to the date of the vote.

BY-LAWS OF THE UNIVERSITY FACULTY

ARTICLE I. Additional Standing Committees shall be elected in the same manner as the committees named in ARTICLE V of this constitution. Their names, membership, and assignments shall be as follows:

Section 1. Academic Exceptions

The Academic Exceptions Committee shall be composed of six members of the Faculty and the Vice President for Academic Affairs as an ex-officio member.

The Committee is primarily concerned with investigation and decision making relative to the exceptions to academic rules which may be requested by the student. For students having legitimate complaints concerning academic regulations as stated in the catalog, this Committee shall serve as the mediator between the student and the academic rules. The Committee shall act as counselor for the student by showing ways and means of problem solving, by approving, or by not approving requests. The Committee at the request of the student's counselor or a member of the Committee shall serve as the final source of alleviation of academic problems.

Section 2. Admissions Committee

The Admissions Committee shall be composed four members of the Faculty, whose major responsibility is teaching, and, as ex officio members, the Registrar and Vice President for Academic Affairs, and Dean of Students.

The Committee's purpose is to assist in the formation of admission policy and in administering policy.

Section 3. Scholarship Committee

The Scholarship Committee shall be composed of one representative elected from the Graduate School, one from the School of Music, and one from each division of the School of Arts and Science.

The Committee's function shall be to recommend broad policies for the awarding of academic scholarships and to serve as the selection committee of the University scholarships.

Section 4. Student Aids Advisory Committee

The Student Aids Advisory Committee shall be composed of three members of the Faculty, one student elected by the Student Senate, and the Director of Student Aids as an ex-officio member.

The primary duty of the Committee shall be to renew and recommend policies regarding student financial aids. These recommendations shall not be in disagreement with the Federal rules and regulations governing government financial aid.

Section 5. Teacher Education Council

The Teacher Education Council shall be composed of one member each from the departments of Elementary Education, Secondary Education, and Physical Education; one member each from the division of Humanities, Natural Science, Business and Economics, and Social Science; one member from the department of Music Education of the School of Music; and the Director of Teacher Education and the Director of Student Teaching as ex-officio members.

The Council shall coordinate the Teacher Education Program. It shall approve, disapprove or postpone admission of applicants to the Teacher Education Program. An applicant who has been denied admission may apply again through his counselor after he has completed at least one additional semester and removed the deficiencies stated by the Council.

Section 6. Faculty Tenure Advisory Committee

The Tenure Committee shall be composed of three members, who must be of the rank of associate professor or professor and be on tenure, one new member to be elected each year. The member shall hold office for three years; and members shall not be reelected at the close of any three-year term until after one year shall have elapsed. The Vice President for Academic Affairs shall also be a member of the Committee.

The Committee shall assist in the adjustment of issues where the fitness of a Faculty member has been questioned by the administration and if no adjustment is effected, to determine whether in its view formal proceeding to consider his dismissal should be instituted.

BY-LAWS FOR THE ARTS AND SCIENCES FACULTY

ARTICLE I. THE ACADEMIC FACULTY OF THE SCHOOL OF ARTS AND SCIENCES

The membership and certification of the Faculty of the School of Arts and Sciences shall be determined as specified in ARTICLE I of this constitution with the following changes: (1) Replace Faculty and Academic Faculty with Arts and Sciences Faculty. (2) Those who qualify by virtue of academic rank shall be construed to include those who have taught during the past year and those who are scheduled to teach in the forthcoming year in the School of Arts and Sciences.

ARTICLE II. OFFICERS

The election and duties of the officers of the School of Arts and Sciences shall be determined as specified in ARTICLE II of this constitution with the following change: The word Faculty shall be replaced with the phrase Faculty of the School of Arts and Sciences.

ARTICLE III. FACULTY RESPONSIBILITIES

(1) The Faculty of the School of Arts and Sciences shall possess the responsibility to determine and regulate (a) its curriculum and the academic structure of that School, (b) student organizations within the School and student conduct in those cases unique to the School, and (c) the professional ethics of its own Faculty.
(2) Sections 2 and 3 shall apply with the following changes: Substitute the phrase Faculty of the School of Arts and Sciences for the word Faculty.

ARTICLE IV. MEETINGS

The meetings of the School of Arts and Sciences shall be governed as stated in ARTICLE IV of this constitution with the substitution of the phrase Faculty of the School of Arts and Sciences for Faculty and Faculty of the University, and the substitution of Academic Committee for University Committee in Section 1.

ARTICLE V. COMMITTEES

ARTICLE V, Section 1, parts, A, B, C, and E of the Constitution shall apply to the standing committees of the Arts and Sciences Faculty with the following changes: (1) Faculty shall be construed to mean the Arts and Sciences Faculty or the individual members thereof, whichever is applicable. (2) The Nominating Committee of the School of Arts and Sciences shall be nominated from the floor and elected by the Arts and Sciences Faculty. The members of this committee shall serve one-year terms.

MEMBERSHIP AND ASSIGNMENT OF STANDING COMMITTEES

Section A. The Academic Committee

The Academic Committee shall be composed of one faculty member from each division of the School of Arts and Sciences, and two student members who have been elected by the Student Senate. The Dean of Arts and Sciences shall be an ex officio member. The duties of this Committee shall be to review, study, and recommend to the Arts and Sciences Faculty any academic matter pertaining to the School of Arts and Sciences. The Committee shall have the power to recommend special committees to the Arts and Sciences Faculty as the need arises.

Section B. The Nominating Committee

This Committee shall be composed of one member from each division in the School of Arts and Sciences. The Dean of Arts and Sciences shall serve as an ex officio member of this Committee. This Committee shall propose a list of nominees for all elective offices and for all other standing committees of the Faculty of the School of Arts and Sciences. In addition, the Nominating Committee shall make nominations for all vacancies in elective offices and in other committees when such vacancies occur after the regular election has been completed.

BY-LAWS OF THE GRADUATE FACULTY

ARTICLE I. DEFINITION OF MEMBERSHIP

The Graduate School Faculty shall be recommended by department and division chairmen to the Dean of the Graduate Schoo and approved by the Vice President for Academic Affairs and the President.

ARTICLE II. MEETINGS

The Graduate School Faculty shall hold regular meetings once each semester and called meetings as deemed necessary by the Graduate Dean or Graduate Council.

ARTICLE III. QUORUM

A quorum shall consist of one more than half of the membership of the Graduate Faculty. No business shall be conducted without a quorum.

ARTICLE IV. DUTIES AND SELECTION OF OFFICERS

A. The presiding officer shall be the Dean of the Graduate School or a substitute appointed by the Dean.

B. The secretary shall be elected for a term of one academic year from the Graduate Faculty.

ARTICLE V. STANDING COMMITTEES

A. There shall be a Graduate Council composed of one member each from the division of Humanities, Natural Science, and Social Studies; one member each from Secondary Education and Elementary Education; two members from the School of Music. The Dean of the Graduate School shall be chairman and the Vice President for Academic Affairs shall be ex officio member of the Graduate Council.

B. The Graduate Council shall be elected by the members of the Graduate Faculty at the last regular faculty meeting each spring semester. Each member will serve for three academic years, beginning with the fall semester.

BY-LAWS OF THE MUSIC FACULTY

ARTICLE I. DEFINITION OF MEMBERSHIP

The Music Faculty shall include Instructors, Assistant Professors, Associate Professors, and Professors who are under contract to teach in the School of Music at Ouachita Baptist University.

ARTICLE II. MEETINGS

The Music Faculty shall hold regular meetings once each month at a time to be agreed upon by the Faculty.

ARTICLE III. QUORUM

A quorum shall consist of one more than half of the membership of the Music Faculty. No business shall be conducted without a quorum.

ARTICLE IV. DUTIES AND SELECTION OF OFFICERS

A. The presiding officer shall be the Dean of the School of Music or a substitute appointed by the Dean.

B. The office of secretary shall be assumed by each member of the Faculty in turn, in alphabetical order. The secretary shall serve a term of one academic year.

ARTICLE V. STANDING COMMITTEES

A. There shall be three standing committees: Academic, Performing Arts, and Student-Faculty Council.

B. The Faculty shall be divided evenly among the three committees. The membership of the standing committees shall be designated by a Committee on Committees appointed by the Dean of the School of Music. Committee members shall serve for one academic year.

C. The Student-Faculty Council shall include a number of student representatives equal to the number of Faculty members on the Committee. Student representatives shall be chosen by vote of the student body of the School of Music.

D. A chairman shall be elected by the members of each committee. The Student-Faculty Council shall have faculty and student co-chairmen.

D. Faculty Rights, Responsibilities, and Employment Conditions

1. Academic Freedom and Responsibility

The University supports in principle the statement on academic freedom of the AAUP:

a. "The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

b. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

c. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

d. The above principles of Academic Freedom and Responsibility are interpreted in the light of Ouachita's institutional commitment to strengthening the Christian faith and life of its students, and to responsible service to the Arkansas Baptist State Convention. As indicated earlier in this Handbook, Ouachita finds no conflict between the professional search for truth and a personal commitment to ultimate truth of God in Christ. It is expected that the faculty member will understand and fulfill his professional and institutional obligations without the necessity of administrative coercion. Such obligations as attendance at each pre-semester faculty seminar, regular and called faculty meetings, and commencement exercises are assumed to be understood as a part of professional and institutional responsibilities. Faculty attendance at the weekly university Chapel is encouraged in support of the institution's Christian objectives.

2. Tenure and Terms of Employment

a. Tenure policy. The following policy was adopted by the Board of Trustees to give the faculty member a measure of security and to prevent arbitrary dismissal.

Definition of tenure: Tenure, as herein used, means that a faculty member, after the expiration of a probationary period, shall have permanent status with the University unless his services are terminated

for any of the reasons given below. It means, further, that in case his services are terminated by the University, he shall be entitled upon request to receive in writing the reason or reasons and shall have the right to a personal hearing before the appropriate faculty, administrative, and/or the trustees committee before the action is final.

Definition of faculty member: The term "faculty member" as herein used with respect to academic tenure shall apply to any full-time teacher above the rank of instructor whose salary is paid predominantly from the school's regular operational funds.

Terms of academic tenure: The normal sequence of employment contracts prior to obtaining academic tenure shall be two one-year contracts and two two-year contracts (a maximum probationary period of six years). A newly employed faculty member having the appropriate doctor's degree at the time of employment will normally follow a sequence of two one-year contracts and one two-year contract before obtaining academic tenure (maximum probationary period of four years). Under exceptional circumstances, with the mutual agreement of the faculty member and the administration, the probationary period may be extended for one year.

Notification of non-reappointment will be made on or before April 1 during the first academic year of service, and on or before December 15 during the second and succeeding academic years of service. A person notified of non-reappointment shall be entitled, upon request, to receive in writing the reason for non-reappointment.

Final decision on awarding academic tenure is made by the Board of Trustees upon recommendation of the President; the President's recommendation is made following careful evaluation of the faculty member's qualifications, performance, and demonstrated commitments to the stated purposes of the University. The department chairman, Vice President for Academic Affairs, and other appropriate faculty and staff members will be involved in the evaluation process. It is expected that the faculty member will share responsibility with the department chairman and appropriate administrative officials for maintaining effective communications concerning the evaluation process.

b. Terms of Employment. Each contract employee shall be offered a contract or notified that one will not be offered by the first day of April in the year in which the contract is to take effect on September 1, with the notice that if not accepted within two weeks the offer may be withdrawn.

The appointment period for 12-month employees is from September 1 to August 31, inclusive.

Twelve-month employees are paid one-twelfth of their annual salary at the end of each calendar month, while nine-month employees are paid in nine equal installments, one at the end of each month covered in the appointment. Nine-month employees may be paid in 12 equal installments by special arrangement.

Social Security payments, group insurance premiums (life, major medical, and long-term disability), Federal and State income tax withholdings, and annuity payments are deducted from salary checks, but each employee is informed of the amounts withheld and for what purposes they are withheld.

3. Summer Teaching and Compensation

Each department chairman is responsible for recommending appropriate course offerings and teaching staff for the two summer periods. Modest stipends based on academic rank are paid to faculty members approved for summer teaching by the Vice President for Academic Affairs; administrative staff members on twelve month contracts are usually not eligible to receive compensation for summer teaching.

4. Employment External to the University

Full-time employees of the University must have the approval of the President to engage in regular outside employment. Such outside employment is generally acceptable if it is harmonious with the employee's professional and personal obligations to the University and if it does not require an additional work load of more than one-fifth of a normal full-time load.

5. Summer Research

Modest stipends for support of summer research by faculty members are available through the University Research Committee. Guidelines for application are circulated each year by the committee. Although a research project may extend throughout the academic year, the faculty stipend will be paid only during the summer for a maximum of ten weeks.

6. Faculty - Staff Solicitation of Funds

Faculty - Staff involvement in the Development Programs of the University is encouraged. The office of Vice President for Development stands ready to assist all members of the University community in raising funds for programs and activities, but all solicitation for support must be cleared with the Vice President for Development and the President.

7. Promotions

Criteria for satisfactory service may vary in different areas of University activity, but shall include factors such as teaching

ability, creative ability, research competence, performance of departmental and University duties, loyalty to the University, cooperation with fellow workers, and professional recognition.

Department heads and divisional chairmen in consultation with their respective Deans, Vice-President for Academic Affairs, and the President shall determine and make known what constitutes satisfactory service in a particular department. Salary increases depend upon the amount of money available, and the value of the person to the department and to all of Ouachita Baptist University as determined by the Department head, division chairman, Dean, Vice President for Academic Affairs, and the President.

8. Termination of Employment

Limitations on tenure: Term or permanent employment may be terminated at any time with three months' notice for reasons of incompetence, intellectual or physical disintegration, unwillingness to support the stated purposes of the University, or under extraordinary circumstances because of financial exigencies. Term or permanent employment may be terminated immediately for reasons of moral turpitude. Such cause or causes shall be put in writing and delivered to the faculty member who shall then have the right of a hearing before the appropriate faculty, administrative, and/or trustee committee. In matters dealing with termination because of financial exigency, discontinuance of a program or department, or medical reasons, the University supports in principle the November 1, 1974 revision of Regulation 4 of the American Association of University Professor's Recommended Institutional Regulations on Academic Freedom and Tenure. The University recognizes the right of the faculty to have appropriate participation in decisions involving termination of appointment for the above stated reasons. It is understood that this policy shall apply only to the termination of appointments of academic personnel whose duties include at least half-time teaching and who are otherwise fully employed by the University.

9. Employee Benefits

a. Hospitalization. The University has made available for employees and their families group hospitalization insurance with a major medical clause in it. Details are available through the Business Office.

b. Social Security. All employees eligible under law are covered by Social Security.

c. Retirement Plan. Ouachita participates in the Annuity Board's program under which contract employees contribute 3% of their salary and Ouachita contributes 6% each month. This is optional the first two years of employment and mandatory starting the third year.

d. Workman's Compensation and General Liability. Ouachita carries both these coverages to care for anyone injured on the job or on University property.

e. Long Term Salary Continuance Insurance. All full-time permanent employees between 18 and 64 years of age are eligible. The employee is guaranteed 65% of his base salary commencing on the 181st consecutive day of total disability.

f. Vacation Time for Non-Contract Personnel. Non-contract personnel earn vacation at the rate of one workday for each full month of service to a maximum of ten (10) workdays per fiscal year. Vacation credit begins to accumulate on the day the employee begins work, but he must have been employed continously in an eligible capacity for six months or longer in order to become entitled to take vacation time except in cases where it is a convenience to the employer. Accumulated vacation must be taken within six months after June 30 of each year.

g. Leave Without Pay. There may be a time during employment when the best interests of the employee or those of the University would be served if the employee were granted a leave of absence without pay. This leave may be granted for a relatively short time provided it is recommended by the appropriate administrative officer and approved by the President. Extended leave requires approval of the Board of Trustees.

h. Sick Leave Policy. The Board of Trustees has adopted the following:

(1) In case of incapacity of a faculty member to fulfill normal responsibilities because of accident or illness, the University will pay whatever portion of the salary is necessary, in addition to other benefits such as Social Security, to bring his income up to an amount equal to full salary one month for each year of service at Ouachita with a minimum of one month guaranteed and a maximum of twelve months to be allowed.

(2) The University will pay the cost of a substitute during the time in which a faculty member on salary is disabled provided other faculty members already on salary cannot assume the teaching load of the person who is sick.

(3) No faculty member shall be eligible for the above-described compensation if surgery or hospitalization could occur during that person's vacation or normal leave time.

(4) If a faculty member is still teaching after he has reached 65 disability benefits will be limited to a maximum of three months.

(5) For non-contract personnel payment will be made for sick leave on the basis of one workday per month employed to a maximum of ten workdays per year. Unused sick leave may accumulate as a

reserve for extended illness to a total of 6 weeks or 30 working days. If accumulated sick leave does not cover an extended illness then vacation leave or leave without pay will be granted.

i. Faculty Housing. Ouachita owns several apartments and two houses which may be rented to faculty members at a nominal price. Details may be obtained from the Business Manager.

j. Swimming Pool. Employees and members of their families are entitled to swim in the Ouachita pool at certain stipulated hours. The schedule may be obtained at the Physical Education Director's Office.

k. Athletic Events. Employees and their dependents are admitted free of charge to all on-campus intercollegiate athletic events, on presentation of I. D. cards, except the Henderson-Ouachita football game.

l. Faculty Study Program. The Board of Trustees has adopted the following policy:

After four years of satisfactory employment, a faculty member may be eligible for assistance for study leave.

The faculty member must submit, normally at least six months prior to the beginning of the study leave, a written request for such leave; this is to be filed with the Vice President for Academic Affairs, and is subject to the approval of the President and Board of Trustees.

The financial assistance which the University gives will be in the form of a loan repayable in four years after the leave has been completed; interest rate shall be five percent per annum; a legally binding note shall be properly executed.

This loan shall be forgiven at the rate of twenty-five percent per year for each year of satisfactory service the employee remains in the active employment of the University after completing the leave of absence.

No interest shall be charged on the portion of the loan which is forgiven.

The amount which may be loaned may not exceed one-half of the faculty member's annual salary.

During the period of study leave, the faculty member is expected to pursue a full-time course of study toward the appropriate terminal degree for his discipline. Any work by the faculty member for

additional compensation during the faculty study leave must not result in a reduction in a course of study below the full-time basis.

m. Special Study Grants. Available for advanced study or research are funds made available through a program of the Arkansas Foundation of Associated Colleges. Applications may be filed with the President.

n. Faculty and Staff Student Financial Discounts

(1) Discounts - Faculty and Staff. Any full-time staff employee may take three hours per term with his supervisor's permission as long as the course will improve his effectiveness on the job. These staff members are eligible for a discount in the amount of the cost of three hours per term.

Any faculty member and/or staff member whose position with the University is a contractual one may take three hours per term. These faculty and/or staff members are eligible for a discount in the amount of the cost of three hours per term.

The husband and/or wife of a faculty or staff member whose position with the University is a contractual one is eligible for a discount in the amount of full tuition and fees.

No discount will be given for graduate study, and undergraduate courses that are later counted toward graduate credit will be charged the full hourly rate of graduate courses.

No discount is allowed for extra charges such as music fees, graduation fees, lab breakage, etc.

(2) Discounts - Faculty and Staff Children. All children of full-time employees are eligible for a discount in the amount of full tuition and fees.

All married children of full-time employees are eligible for a discount in the amount of full tuition and fees if the married child is classified as a dependent of the parents per IRS regulations.

Husbands and/or wives of children of full-time employees are not eligible for a discount.

No discount will be given for graduate study, and undergraduate courses that are later counted toward graduate credit will be charged the full hourly rate of graduate courses.

No discount is allowed for extra charges such as music fees, graduation fees, lab breakage, etc.

Student employment is not available to students receiving the faculty and staff children's discount. Exceptions can be made where the student possesses a skill needed by the University that no other student possesses.

If a faculty or staff member (after at least five years of employment by Ouachita) becomes disabled, dies or retires while an employee of the University, his children are eligible for the benefits as described above.

Faculty children are not eligible to receive scholarships or other discounts in addition to the faculty child discount.

o. Student Employees for Faculty and Staff. Each year, near the end of the Spring semester, the Student Aids Office (S.A.O.) will send student employment request forms to all faculty and staff for them to complete and return to the S.A.O. by the end of the Spring semester. Student employees for summer work are assigned the last two weeks of the Spring semester and students for the next fall are assigned during the first month of summer. These forms will request the following information:

1. Total number of students needed
2. Types of skills needed
3. Amount of student employment budget
4. Names of particular students requested

Where names of students are not supplied, the S.A.O. will attempt to meet job requirements as closely as possible.

The number of student employees assigned will be determined by the student employment budget. If a faculty or staff member feels his budget is too small, he should contact the President requesting an extra budget appropriation. The size of the student employment budget may vary from year to year depending upon the amount of monies available.

No student employee can be put to work without a work permit from the S.A.O. This permit will show the maximum number of hours the student is authorized to work. The amount of earnings assigned to a student is based on:

1. The financial need of the student as determined by the American College Testing Family Financial Statement.

2. The amount of monies available in various employment funds.

In rare (and unusual) situations, if a student with a particular skill is needed and the student requested is not qualified for student employment, exceptions can be made. These exceptions are arranged between the supervisor and the S.A.O.

A student employee seeking to change jobs must have written permission of the present supervisor, a written request from the new supervisor, and the approval of the S.A.O. before the change can be made.

The S.A.O. reserves the right to determine which type or combination of types of financial aid will be given to a student. This means that a student can be changed from student employment one year to a loan or grant the next year. The S.A.O. reserves this right so that the best possible distribution of available monies can be made.

Where two or more supervisors seek the same student employee, the S.A.O. will act as arbitrator using the following criteria:

1. Student's skills
2. Student's major field of study
3. Student's preference
4. Supervisor's needs
5. Training student has already received on a particular job

The supervisor is expected to terminate unsatisfactory student employees--this is not the responsibility of the S.A.O. However, the S.A.O. will help in any way requested. Termination should occur when the supervisor feels the student is not doing an adequate job or does not possess the proper skills.

Supervisors are responsible for signing time sheets in time for the student employee to meet the deadline for turning time sheets into the S.A.O., which is 12 noon each Monday.

Supervisors are requested not to sign for time the student did not work just because the supervisor doesn't want to see the student not "earn all that is coming to him."

10. Retirement Policy

In order to clarify the University's retirement policy, the Board of Trustees has adopted the following:

> An employee of the University who reaches his sixty-fifth birthday between September 1 and August 31 of a given school year must submit his resignation effective not later than August 31 of that same year. Age 65 is understood to be the retirement age, and no one should expect to work beyond that age. The University may retain a person after age 65 on a one-year contract basis; in such a case, said employment must be upon the specific invitation of the Board of Trustees and must be on an annual basis only. This replaces all previously adopted retirement policies.

11. Recruitment of New Faculty Members

Appointments to the faculty are generally initiated by the head of the department concerned with the approval of the appropriate dean, Vice President for Academic Affairs, and the President.

Competence in one's academic discipline is the first requirement for appointment to any position. Other items of consideration for employment will be commitment to Christian Excellence, personal references, and ability to appeal and communicate to students.

12. Vacation Time for Administrators

The following policy has been adopted by the Board of Trustees for vacations for Administrators other than the president; An officer is to have two weeks vacation per year for the first three years of service (1-3); three weeks vacation per year for the next four years of service (4-7_; and four weeks per year for eight or more years of service (8-).

E. University Policies Related to Courses of Instruction

1. Curriculum

The courses of study are administered in three categories of curriculum: Arts and Sciences, Music, and Graduate. Each category is the responsibility of the faculty of the appropriate School of the University and is administered by the Dean of that School.

Changes and innovations are effected by introducing them to the Academic Committee of the School (Graduate Council in the case of the Graduate School) and, after deliberations, modifications and recommendations are completed, adopted by the respective faculties. Proposals may be made by any member of a school faculty and routed through the appropriate department chairman to the Academic Committee.

As a part of the Academic Committee's deliberations, an investigation by the committee and the Vice President for Academic Affairs should be made into the resourses in personnel, money, space, and equipment needed for a new course or curriculum. Recommendation for faculty adoption should include an objective appraisal of the availability of such necessary resources. Under normal circumstances it is expected that new programs and major modifications will be planned in sufficient time for budgeting and catalog announcments for the next academic year.

2. Degree Requirements

General Education requirements are normally determined by the faculties of the schools in which the degrees are awarded. The university faculty has the right of review and modification on its own initiative, of the degree requirements and curriculum in any school.

Core requirements, related field requirements and restricted electives are recommended by departments to the faculties of the schools for final adoption.

Major changes and new cores should be planned to go into effect at the publication of the next catalog whenever possible.

3. Academic Standards

Academic standards are determined by the University Faculty with appropriate involvement of administrative officers. The length of the term of instruction, the student's academic load, the definition of the credit hour, the amount of required hours, the definition of grades and quality credits, the acceptance of course equivalencies or substitutions, and the acceptance of non-traditional courses or examinations for credit are areas in which such standards are set. The standards are published in the appropriate catalogs. The Deans of the Schools have the responsibility of administering the policies. Any deviations from the standards which may be requested are to be referred to the Academic Exceptions Committee of the University for decision.

4. Teaching Loads

A normal teaching load for a full-time teacher is fifteen hours per semester. Normally to this teaching load are added a committee assignment, an average number of student academic counselees, and an average amount of supervision of individual studies, such as honors projects. Applied music lessons, coaching and laboratory instruction assignments are counted on a fractional basis for determining the total semester-hour load.

Reduction of teaching load should be planned by the department chairman and approved by the Vice President for Academic Affairs for those teachers who have a department or division chairmanship, an assignment involving released time for research or curriculum development, or instruction on the graduate level.

F. University Policies Related to Reports

1. Reporting of Class Enrollment

The instructor is required to make a report to the registrar regarding the class roll early in the semester. Using a preliminary print-out supplied by Data Processing, the instructor is to notify a student immediately if his name is not on the roll. Although the instructor must notify the student of the discrepancy, the student is responsible for registration and for correction of registration errors. When the student has presented a notice that the registration change is complete the teacher will add his name to the roll. Names of students who have not reported to a class must be so marked before the corrected roll is returned to the registrar.

2. Reporting of Grades

There are two reporting periods for grades. The first is at the end of six weeks of classes when the teacher is required to report all students with "D", "F", or "I" grades. Delinquent

attendance should be reported at the same time. Six-weeks grades are not recorded, but are sent to the student, his parents, and to his academic counselor.

The semester report of grades consists of two procedures which check each other. First, the grade is recorded on the computer card, provided by Data Processing. Second, the grade is recorded on the official print-out roster. Any discrepancy between the print-out roster and the instructor's class roll must be reported immediately to Data Processing. Both the cards and the print-out roster reports are due in the Registrar's office within 48 hours after the examination for the class. All grade reports are due without fail 24 hours after the last day of the semester or summer term. Because failure by any instructor to meet the required deadlines will result in erroneous computer reporting of grade point averages, President's list, probation and suspension letters, etc., there must be strict adherence to these guidelines.

3. Changing of Grades

Instructors who discover errors in computation of grades are to report changes immediately. A grade that has been allowed to stand unchallenged for thirty days after the close of the semester or term is considered final. Changes of a final grade should be requested very rarely and then only with full information about the nature of the error. Requests for changes after the thirty-day deadline should be made in writing to the Academic Exceptions Committee.

An incomplete, "I", grade may be assigned by the instructor to the conscientious student who has been unable through no fault of his own to meet the end-of-semester deadlines. An incomplete grade should be changed by the instructor to a final grade as soon as the work is made up. The student has only the next regular semester in residence to make up an incomplete. An incomplete grade becomes an automatic "F" if it is not made up within the next semester in residence, or, in case the student is not in residence, within one calendar year after the "I" was assigned.

4. Absences from Campus

The official policy adopted by the Board of Trustees regarding planned absences from class is as follows:

(a) No faculty member shall miss his classes or any other school responsibility without first receiving approval of the Dean of his school.

(b) In no case shall a faculty member have outside personal engagements of more than one day's duration during his teaching portion of summer school.

(c) In no case shall a faculty member have personal speaking engagements in excess of one week per semester during the fall and spring semesters.

(d) If a faculty member has an outside engagement necessitating his missing classes, he shall make satisfactory arrangements for the classes he misses.

(e) In case of sudden illness or emergency, the Dean and the Departmental Chairman should be notified immediately.

The faculty member should report in writing to the Department Chairman and Dean, three days in advance, any planned absence from the classroom even when the absence is on University business. Appropriate forms are available in the office of the Vice President for Academic Affairs.

5. Ordering and Changing Text Books

The instructor is responsible for filing information about textbook needs. A textbook order form signed by the instructor, the department chairman and the dean should be filed by the deadline designated on the form. The order should be filed in the Academic Affairs office for approval and transmittal to the Book Store manager.

Notice on the appropriate form of a change of textbook must be filed a year in advance of the contemplated change. The reason for the advance notice is to prevent costly overstocking of textbooks and buying back used copies of an out-dated edition. An emergency change can be made only if the supply is low and the change can be effected with a minimum of inconvenience and expense.

6. Departmental Budget Requests

The chairman of the department is responsible for making budget requests to the University Budget Committee. The Business Office sends out request forms with a copy of the current budget attached. Academic and academically related requests, with explanation and justification of new items and changes of line items, are submitted through the deans of the schools to the Vice President for Academic Affairs. He reports to the Budget Committee through the Business Manager. Non-academic departments report directly to the Business Manager. Fund balances for a department or office at the end of the fiscal year are not carried over into the next fiscal year. Transfer of funds from one budget item to another within a given department or office may be made only with the permission of the President.

7. Activity Reports

a. Department Reports. The chairman of an academic department is responsible for occasional informal reports and for an annual formal

report to his dean. Reports should relay information on departmental strengths and weaknesses and major changes in program, curricula, and personnel needed to strengthen the department. Annual reports in duplicate are due in the office of the Vice President for Academic Affairs by June 1.

b. Individual Reports. The instructor is responsible for reporting immediately to the Vice President for Academic Affairs any activity which will enhance his professional competence. Transcripts of advanced work done and reports or publication of research should be filed immediately upon their completion.

An annual report of outside activities on a form provided by the Academic Affairs office is requested from the instructor by June 1.

c. Administrative Reports. Administrative offices are required to submit an annual report of activities to the President's office by July 1 each year.

III. INFORMATION ON CURRENT UNIVERSITY PROCEDURE

A. Business Office

1. Requisitioning Supplies, Equipment, and Service

a. Office Supplies - Routine office supplies are available in the Book Store. The following more commonly used items and other necessary office supplies that are less than one dollar may be charged to departmental budgets without the requirement of Business Office approval:

Pencils - Black Lead
Pencils - Red Lead
File Folders - Letter Size
File Folders - Legal Size
Stenographers Notebook
Index Cards - 3x5, 4x6, 5x8
Ball Point Pens (not to exceed 49¢)
File Folder Labels
Typewriter Erasers
Rubber Bands
Chalk
Staples
Paper Clips
Mucilage
Copy Paper
Carbon Paper
Scotch Tape
Thumbtacks
Ink
Legal Pads
Rulers
Scissors
Correction Tape
Liquid Paper

Any other purchases of supplies must have an approved requisition.

b. Duplicating - (Printing and Related Services). Several types of printing services are available in the Print Shop located in Flenniken Hall. Limited printing for faculty members' personal use may be obtained by special arrangement when scheduling permits; however, a fee will be charged. A copy of the charges for printing is found in the Printing Department Handbook.

Two basic methods of printing are available and the one used depends on the type of work being reproduced and the use of the final product. Generally material which is to be used on campus will be mimeographed while material to be used off campus will be offset.

In the case of mimeographing, a typed stencil should be provided and a printing form filled out to indicate any special instructions. Under normal circumstances the work will be ready within eight working hours.

Because the offsetting process is much more complex, it is best to check with one of the printers before starting. Time necessary to complete work should be determined by the complexity of the processes needed, by the amount of other work scheduled, and its place within University priorities.

Binding services are available in three basic types--stapling, padding, and plastic binders. The method used will depend on the final use of the material and on the number of pages involved. Because this service is very time consuming, it should be arranged for well in advance. Other services related to printing are available through the shop on request.

Please check with the Printing Department Supervisor before taking material elsewhere to be printed.

Letterhead, stationery and envelopes are available through the Print Shop. A standard school design is provided.

The following supplies are also available through the Print Shop. The Printing Department supply budget has been allocated to the departments. When each department's allocation is exhausted, further charges are made against departmental budgets. Formerly, items in List 1 were not charged against departmental budgets while those in List 2 were.

List Number 1	List Number 2
Mimeograph Stencils	3M Copy paper
Mimeograph correction fluid	3M transparency materials
Stencil cement	3M pen pacs
Mimeograph ink	3M transparency mounting frames
Mimeograph paper	Thermal ditto masters
	Copy Paper
	Intra-University Correspondence
	Campus Mail Envelopes

Ditto fluid
Ditto masters
Ditto paper
Typewriter ribbons

Thermal mimeograph
Letterhead stationery and Envelopes

c. Maintenance - Services for normal operation of the physical plant and for the University activities may be requested by phone to the maintenance office. Services that would not be considered routine or that would require a considerable expenditure of funds must be requested through the business office on a requisition form in duplicate.

In order to clarify and simplify the procedures for requesting maintenance assistance from the Maintenance Department, the following actions should be taken by those requesting such assistance.

(1) DORMITORIES: All requests for maintenance assistance such as light bulb replacements, leaking faucets, air conditioning problems, etc. should be called by the head resident to the secretary at the Maintenance Office, extension 291 or 295, stating the problem, the room number, etc.

(2) OTHER BUILDINGS: A member of the faculty or staff occupying a particular building should call the secretary at the Maintenance Office stating the problem, room number, and any necessary particulars.

(3) EMERGENCY CALLS: For emergency calls after duty hours, call any of the following Maintenance personnel: Wimpy Hendricks, 246-4770; Tommy Freeman, 246-2723; Cedric Feimster, 246-2742.

d. Equipment and Outside Services - Request for purchase of equipment should be made to the business office on a requisition form in duplicate. It is important to give as complete a description as possible. The business office will purchase equipment and arrange for any outside services needed. No faculty or staff member other than the President or Business Manager is authorized to purchase anything for the University or to obligate the school financially in any way without prior approval of the business office.

2. Postage and Bulk Mailing

Postage is provided by the University for University business mail. Routine mail should be deposited at the business office. For large mailings the business office should have advance notice. Any mail placed in the business office becomes the custodial property of the University. Personal mail will be returned to the sender.

The bulk mailing service of the University is housed in the Alumni and Placement Office (Flenniken Hall) and differs from the daily outgoing mail service in providing special sorting by zips, cities, and states.

A minimum of 200 identical pieces is necessary to qualify for bulk mailing. Detailed information should be obtained from the Alumni and Placement Office. It is important to allow plenty of advance notice in planning bulk mailings.

3. Long Distance Telephone Calls

WATS Line - The WATS Line has been provided as an economical, efficient method of handling O. B. U. long distance calls in Arkansas and is for Ouachita business only.

Each department head or administrative officer provides a list to the business office of those in his department who are full-time staff members and should have access to the WATS Line.

To place a long distance call the campus operator should be asked for the WATS Line, then given the callers name and extension number. (Example: WATS Line, Please, John Doe, Ext. 298).

Access to the WATS Line may often be delayed due to other requests; therefore, extensive calling should not be planned during the peak business hours.

Patience with delays, concern for others in keeping the conversation as short as possible, and scheduling numerous calls during early or late hours will be beneficial to everyone involved.

Out-of-state calls - Long distance telephone calls outside Arkansas should not be placed through the switchboard until they are approved by the President's Office or one of the Vice Presidents.

4. Property and Inventory

The property in each department is the responsibility of the departmental chairman. Property should not be moved from the departmental area without written permission from the Vice-President for Administration. Property which is missing, damaged or moved without permission should be reported immediately to the business office.

The business office in cooperation with the academic departments, administrative offices and auxiliary enterprises, will take an annual inventory of all property.

5. Authorized University Travel

Faculty may travel to professional meetings at University expense if their budget for travel is adequate and the trip is approved by the Vice President for Academic Affairs. Mileage compensation for authorized university travel will normally be at the rate of .09 per mile. When the university employee has used his private automobile as much as 4,000 miles in a given fiscal year the rate of reimbursement will be increased to .11 per mile.

6. University Vehicles

a. University car - Reservations for the car should be made with the Office of the Assistant to the President.

Faculty, staff, or student groups accompanied by a faculty sponsor representing Ouachita are eligible for use of the car.

Student recruitment personnel are encouraged not to reserve the car more than a day ahead of a trip so the automobile may be available for a greater number of O. B. U. representatives, BUT they are encouraged to use the car if it has not been requested by the afternoon before a proposed trip.

A trip card will be given with the keys to the car and should be returned indicating total mileage used when the keys are returned.

Actual expenses for gas, oil, and repairs shall be turned in with the trip card to enhance quick reimbursement.

The department, office, or organization utilizing the car will be charged on the basis of $ .06 per mile towards their travel budget.

There is a parking space behind the cafeteria (two spaces from the President's reserved space) reserved for the University car and, if possible, it should be picked up and returned to the same place.

In order for a student organization to use the car, it should be reserved by the faculty sponsor who plans to go on the trip.

b. University bus - Reservations for the bus should be made at the President's Office.

Faculty, staff, or student groups accompanied by a faculty sponsor, representing Ouachita are eligible for use of the bus.

The department, office, or organization utilizing the bus will be charged on the basis of $ .40 per mile towards their travel budget.

In order for a student organization to use the bus, it should be reserved by the faculty sponsor who plans to go on the trip.

7. Book Store

The Book Store is an auxiliary enterprise of the University. The Store gives all full-time employees the courtesy of a discount of 10 percent on any purchase amounting to $1.00 or more. Please do not ask for charge accounts; the Book Store does not sell on credit.

The Book Store will order, at no cost except the wholesale plus mailing, any book or books a faculty member may want to order.

The Book Store looks to the heads of the departments for all orders for books and supplies. Please do not announce a text without first checking the Book Store to see whether there are books in stock. If you expect to need special supplies not normally handled by the Book Store, please give the Store full information sufficiently in advance to permit ordering by the desired time.

B. Dean of Students

1. General Rules of Student Conduct

The University regulations for student life are published in the TIGER, the official OBU Student Handbook, and the A.W.S. handbook. The TIGER also contains useful information about campus traditions, organizations, and new student orientation.

2. Counseling

All faculty and staff members are encouraged to assist students in academic and personal counseling. More specialized counseling needs are available through the Office of Director of Academic Skills Development and the Dean of Students Office.

3. Extracurricular Activities

Numerous extracurricular activities are planned each year, and most of the major events are placed on the official calendar at the pre-school planning retreat. Any changes must be requested through the Co-ordinator of Student Activities. The events of the month are placed on the master calendar in the student center, a monthly publication called OBU Activities is published by the Dean of Students Office, and the weekly Ouachi Talk lists all activities of the week.

By long standing tradition and conviction, Ouachita seeks through calendar planning to encourage students and faculty to support and participate in the regularly scheduled programs and activities of the churches in the community. Of special importance are regulations against scheduling activities that would discourage involvement in church organizations on Sunday morning, Sunday evening, and Wednesday evening. Student and faculty retreats should normally be planned to avoid interference with participation in Sunday church services.

There are no national fraternities or sororities at Ouachita; however, there are several local social clubs; for men, Alpha Omega Eta, Beta Beta, Rho Sigma, Sigma Alpha Sigma; for women, EEE, Chi Delta, Gamma Phi, and Pi Kappa Zeta. Within the framework of the University's objectives and ideals, these clubs pledge new students during stipulated periods in the spring semester. Hazing and corporal punishment are forbidden, and no club can function without a faculty sponsor. The sponsor is held accountable by the Administration for the activities of the club.

Ouachita attempts to meet the extracurricular needs of every student through the following organizations, described in more detail in the TIGER:

I. Professional & Departmental
Accounting Club, American Chemical Society, American Home Economics Association, Diapason Club, Musicians' Guild, OBU-HSU Physics Club, Phi Mu Alpha Sinfonia, Physical Education Majors Club, Pre-Law Club, Preprofessional Club, Sigma Alpha Iota, Sigma Gamma Sigma, Sigma Tau Delta, and Student National Education Association

II. Publications
Ripples, Signal, Ouachitonian

III. Special Interest
Association of Women Students, Black American Student Society, Campus Girl Scouts of OBU & HSU, Circle K, Collegiate Civitan, Club, Girl's Drill Team, Fellowship of Christian Athletes, Mental Health Club, Ministerial Alliance, Pi Kappa Delta, Rangers, Religious Drama Guild, Rifle Team, and Young Democrats

IV. Music
Instrumental Ensembles, Madrigals, Ouachita Band, Ouachita Choir, Ouachita Singers, Ouachitones, Singing Men, Stage Band

V. Intra-mural teams & OBU Cheerleaders

VI. Honorary & Recognition
Alpha Chi, Beta Beta Beta, Blue Key, Kappa Delta Pi, National Collegiate Players, Pershing Rifles, Gamma Sigma Epsilon

Lectures, concerts, and variety programs are made available to students through the SELF (Student Entertainment and Lecture Fund) the Joint OBU-HSU Lectures, and through the Community Concert Series.

4. Use of University Facilities

Some campus facilities are available for private, church, or civic use; however, these events must be scheduled in advance through the Dean of Students Office. Any group using a campus facility must be

responsible for any damage to the facility. The group is responsible for cleanup, including washing the dishes, etc. and returning them to their original places. A $10 deposit is required at the time of reservation, and will be returned following the program. Special regulations concerning the use of various facilities in Evans Student Center, and appropriate charges, may be obtained in the Student Center Director's Office.

5. Outside Speakers and Programs

Arrangements for speakers and programs from off campus should be cleared with appropriate administrative offices. Questions of reasonable doubt about the appropriateness of a particular speaker or program (on possible inconsistency with University purposes) shall be referred to the President for final decision.

6. Food and Housing

Students living in dormitories must eat at the University dining hall.

Unmarried students, except those living at home, will reside in the campus housing unless excused in exceptional circumstances by the Dean of Students. Unmarried students living off the campus will occupy quarters approved by the University through the Dean of Students.

Housing for men is provided in West, Ernest Bailey, Conger, Blake, and Daniel Halls. Housing for women is provided in Cone-Bottoms, Flippen-Perrin, O. C. Bailey, and Frances Crawford Halls. Each dormitory is under the supervision of a head resident who is a member of the staff and works closely with the Dean of Students.

Housing for married students is provided in the 15 Ouachita apartments, and in 60 furnished mobile homes.

7. Guest Rooms

The University has three guest rooms, two in Daniel and one in Flippen-Perrin, for the convenience of school guests. Students may reserve these for a charge of $2.00 per night, plus $1.50 for linens if needed. These rates are subject to change periodically. Reservations must be made in advance through the office of the Director of Evans Student Center. The two guest suites in Evans Student Center are normally reserved only for special guests, speakers, performers, etc. invited by the University.

8. Meal Tickets for University Guests

Prospective students, their parents, or others accompanying the prospective student are normally given one free meal in the dining hall. Guest meal tickets are issued only by the Dean of Students Office and the President's Office. Guest meal tickets must be issued directly to the persons using them.

9. Student Discipline

Disciplinary regulations at Ouachita have as their purpose the maintaining of good order and optimum conditions for academic achievement in the Christian lifestyle. Faculty and staff as well as students need to be aware of Ouachita's dedication to these ideals. Disciplinary decisions in the case of minor infractions may be made by head residents. In some instances discipline is recommended by dormitory student councils. In more severe cases, the Dean of Women, the Dean of Students, the Student Faculty Disciplinary Committee, and/or the President may be involved in disciplinary decisions. The Student-Faculty Disciplinary Committee serves as the Appeals Board for all decisions other than those made by the President. The President will be the final appeal in all cases.

10. Disciplinary Probation

Probation is of two kinds, disciplinary and academic.

Disciplinary probation may be assigned to a student by the President of the University or the Dean of Students, often upon recommendation of the Student-Faculty Disciplinary Committee. This status, assessed for serious offenses, means that further infractions of school rules may result in immediate suspension. Restrictions, conditions, and the length of time will vary according to the offense. The probations may be lifted when the administration feels the purposes have been served.

11. Academic Probation

(Information about academic probation may be found in the catalog.)

A student will be placed on academic probation at Ouachita Baptist University if he does not satisfy the following minimum requirements:

1. A cumulative grade-point average of 1.250 or above after attempting any amount less than twenty-eight semester hours.

2. A cumulative grade-point average of 1.500 or above after attempting twenty-eight hours or more.

3. A cumulative grade-point average of 1.750 or above after attempting fifty-nine hours or more.

4. A cumulative grade-point average of 2.000 or above after attempting eighty-nine hours or more.

12. Sponsorship of Clubs

The sponsor of an organization must have been a member of the faculty at Ouachita for one academic year or longer. He chaperones all off-campus activities of the club or must be represented by someone approved by the Dean of Students. He attends the social functions or has an approved representative in his place. No sponsor can serve simultaneously more than one social club.

13. Campus Parking

All campus parking is zoned and color coded. The faculty-staff parking spaces are painted silver to match the parking sticker. Each faculty member is responsible for registering his automobiles each fall or whenever there is a change of vehicles. The stickers are free to faculty and staff. Fines for violations are the same as for student violations.

14. Student Health Service

The services of the nurse, medicines, and attention of the University physician are provided for the students, not the faculty.

15. Student Records

In addition to the students academic records maintained by other offices, individual student personnel records are maintained by the Dean of Students. All correspondence relating to the student and other pertinent information are kept in his confidential personnel folder. Appropriate information from the folders is made available to staff members for counseling purposes.

16. Student Absences from Class

Class attendance policy appears in the University catalog. When students are absent because of participation in University sponsored activities, the Dean of Students certifies this information for use by the faculty, following approval of such activities by the appropriate dean.